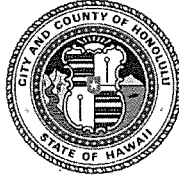


OFFICE OF THE MAYOR  
CITY AND COUNTY OF HONOLULU

530 SOUTH KING STREET, ROOM 300 \* HONOLULU, HAWAII 96813  
PHONE: (808) 768-4141 \* FAX: (808) 768-4242 \* INTERNET: [www.honolulu.gov](http://www.honolulu.gov)



KIRK CALDWELL  
MAYOR

EMBER LEE SHINN  
ACTING MANAGING DIRECTOR

GEORGETTE T. DEEMER  
DEPUTY MANAGING DIRECTOR

January 24, 2013

The Honorable Ernest Y. Martin, Chair  
and Members  
Honolulu City Council  
530 South King Street, Room 202  
Honolulu, Hawaii 96813

RECEIVED  
CITY CLERK  
C & C OF HONOLULU  
2013 JAN 28 AM 11:10

Dear Chair Martin and Councilmembers:

With reference to Mayor's Message No. 1(13), please find enclosed information which may assist the Council as it considers my request to confirm Ember Lee Shinn as the Managing Director.

Sincerely,

A handwritten signature in black ink, appearing to read "Kirk Caldwell", is written over a horizontal line.

Kirk Caldwell  
Mayor

Enclosures

CITY AND COUNTY OF HONOLULU  
NOMINEE/APPOINTEE FORM

1. Position Nominated to: Managing Director
2. Name: Ember Lee Shinn  
(First) (Middle) (Last)
3. Are you a citizen of the United States? Yes ☒ No ☐  
Are you a resident of the City and County of Honolulu? Yes ☒ No ☐  
If yes, how long 11 yrs  
Are you a registered voter in the City and County of Honolulu? Yes ☒ No ☐
4. Occupation: Managing Director designate
5. Name and address of employer or firm:  
City and County of Honolulu  
\_\_\_\_\_  
\_\_\_\_\_
6. Does your employer do any business with the City and County of Honolulu?  
Yes ☐ No ☐ If yes, state the nature of business and approximate dollar amount in the last five years:  
N/A  
\_\_\_\_\_  
\_\_\_\_\_
7. Do you or does any member of your immediate family hold office or own stock in any firm?  
Yes ☒ No ☐
8. Does the firm do business with the City and County of Honolulu? Yes ☐ No ☒  
If yes, provide details including the name(s) of the firm:  
see attached  
\_\_\_\_\_  
\_\_\_\_\_
9. Do you have any part-time employment, professional activity, or financial interests other than those indicated in the previous question? Yes ☐ No ☒  
If yes, provide details:  
\_\_\_\_\_  
\_\_\_\_\_
10. Do you foresee any possible conflict between your present work, financial investments, business transactions or any other activity which would be incompatible with the proper discharge of your official duties or hinder you from effectively carrying out the duties for which you have been appointed? Yes ☐ No ☒
11. Are any members of your family employed by the City and County of Honolulu or any attached agency? Yes ☐ No ☒ If yes, please specify the department and division:  
\_\_\_\_\_
12. Are there any incidents in your past that may jeopardize your nomination  
Yes ☐ No ☒
13. Have you ever been convicted of a felony? If yes, provide details:  
No.  
\_\_\_\_\_

14. Education:  
see attached

15. Provide a summary of major work experience for the last ten (10) years. Begin with your present job including military (attach additional sheets if necessary or resume):  
see attached resume and response

16. Community activities, etc. (also list any service on any other board or commission Federal, State or County):  
see attached

17. Have you ever been a member of a board or commission with the City and County of Honolulu?  
Yes ☐ No ☒ If yes, provide name(s) of board/commission:

18. Will you be able to commit to the full term of this appointment? Yes ☒ No ☐

19. Will you be able to commit to meeting dates and times? Yes ☒ No ☐

20. Are you regularly away from Honolulu? Yes ☐ No ☒ If yes, please explain:

21. Are you willing to make a confidential financial disclosure to the city Ethics Commission upon appointment and yearly thereafter? Yes ☒ No ☐

22. What do you understand to be the prime duties of your county appointment?  
see attached

The above statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.



(Signature)

1/19/13

(Date)

*The completed form and any attachment(s) will be posted by the City Clerk and available on the City's DocuShare Website.*

## **Supplemental Responses to City and County of Honolulu Nominee/Appointment Form**

9. We own shares in mutual funds, which may include businesses that do business with the City.

14. Kaneohe Elementary, Castle Intermediate and High School, Drake University (1 year); University of Hawaii BA, University of the Pacific, McGeorge School of Law JD

15. See attached resume. As a consultant, I worked on political campaigns and assisted Hawaii Association for Justice on legislative matters. I was employed by the DNC for the Presidential Campaign in 2004.

16. Volunteer on various political campaigns, and founding member of the Patsy T. Mink PAC. Serve as arbitrator for the State Court Annexed Arbitration Program (CAAP).

22.

Manage the operations of the City through its agency directors, under the oversight of the Mayor. Evaluate the management and performance of agency directors. Set standards of administrative practice for executive agencies. Upon request, attend meetings of Council, Boards and Commissions. Respond to City Council requests for information. Other duties as may be assigned by the Mayor.

# EMBER LEE SHINN

## PROFESSIONAL EXPERIENCE

**Executive Assistant to the Acting Mayor, City and County of Honolulu.** (August-October 2010) Responsible for implementing the Mayor's initiatives.

**Consultant.** (2007-2010)

Advised clients on political and legislative strategies, community organization, and lobbying State Legislature.

**Hawaii State Legislature, House of Representatives.** (2003-2007)

Chief of Staff to Speaker. Responsible for oversight of administrative operations of House, assist with strategic planning for legislative agenda, advice and counsel to Speaker and House leadership on major policy initiatives, interface with lobbyists, stakeholders, community activists, and constituents.

Special Assistant to Speaker. Responsible for developing majority package and strategic plan for passage of legislation, monitor and track significant legislation, research and analysis of legislation, assist chairs with preparation of significant legislation and strategy for passage of legislation, oversight of House internship program, liaison with community and lobbyists on legislation, handle constituent matters, advise on campaign spending and ethics issues.

Staff Attorney for Judiciary Committee. Reviewed and analyzed legislation, drafted legislation, conferred with proponents and opponents of legislation and attempted to resolve disputes, advised Chair and Vice Chair on legal issues relating to proposed legislation. Coordinated activities of the Joint House Senate Task Force on Ice and Drug Abatement, prepared Task Force Report 2004 and legislation implementing the recommendations of the Task Force (Acts 40, 44).

**Crosby, Heafey, Roach and May PC** (now ReedSmith LLP). (1984-2001) Positions held:

Director and Shareholder (1989-2001), Of Counsel (2001), Associate (1984-1988). Crosby Heafey was among the 20 largest law firms in California. Supervised approximately 20 directors and associates in complex litigation involving employment disputes, public higher education, civil rights, consumer civil rights, discrimination and class action cases. Represented private and public employers, businesses and corporations, public entities. Served as outside general counsel for a large public community college district. Advised clients on matters relating to public governance, contracts, employment, legislative policy, conducted training in employment matters. Significant experience in jury and bench trials, labor arbitration, administrative proceedings, and mediation. Firm management responsibilities included: Practice Group Leader for Employment and Labor Group, Member Executive Committee, Member of Director Compensation Committee, associate training for Employment Group. Served as firm's employment counsel.

**Oakland Unified School District.** (1980-1984) Legal Advisor and General Counsel (1982-1984), Assistant Legal Advisor for Labor Relations (1980-1982). Provided advice and counseling to school district on all matters, represented district in litigation, labor arbitrations, and administrative hearings. Supervised three attorneys and three staff.

## EDUCATION

University of Hawaii, BA in Political Science;  
University of the Pacific, McGeorge School of Law, JD

**PROFESSIONAL LICENSE:** Member (inactive) of Hawaii and California State Bar